



# **Recipient Administrator**

## **Task Reference Guide**

**NOAA Grants Online Program Management Office**

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Congratulations, you have been identified as a Recipient Administrator for your organization. On the next two pages are the steps that enable you to perform the tasks associated with your role. The Grants Online Help Desk **does not** assume responsibility for creating and managing (including setting up passwords) Recipient Accounts. Those actions should be performed by the Recipient Administrator.

### How do I create an account for a new user?

1. Log in to Grants Online (using your Recipient Administrator account):  
<https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jsp>
2. Click the **Awards** Tab.
3. Click the **Manage Recipient Users** link.
4. Click the **Add another user** link.
5. Click the **Select** button.
6. Complete all information on the **Create Recipient User** launch page:
  - a. All fields with a red asterisk are mandatory.
  - b. Carefully select the User Role for the account being created; the default role is Recipient User.
  - c. The user name is generated after the Save button is clicked.
7. Click the **Save** button.
8. Click the **Done** button.

### How do I update an existing user's password?

1. Log in to Grants Online (with your Recipient Administrator Account):  
<https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jsp>
2. Click the **Awards** Tab.
3. Click the **Manage Recipient Users** link.
4. From the dropdown menu, select the appropriate organization.
5. Upon selecting an organization, the names of all registered users are visible.
6. Locate the user, within that organization, on whose account you would like to work.
7. In the Action column, click the **Edit Profile** link.
8. To reset the password, click the **Reset Password** button.
  - a. Resetting password for: **{Username}**.
  - b. Are you sure?
  - c. Click the **Reset** button.
  - d. Ask the user to write the temporary password on a piece of paper.
  - e. Emphasize that the password is **case sensitive**.
  - f. Click the **Done** button.
9. Ask the user to log on to his/her account using the temporary password.
10. When the temporary password is correctly typed, the user is logged on to Grants Online and presented with a data entry screen.
11. Instruct the user to again type the temporary password (**old password**).

12. Ask the user to write the **new password** on a piece of paper, ensuring the **new password** meets all requirements; emphasize that the password is **case sensitive**.
  - a. A minimum of 12 non-blank characters; the first character must be alphabetic; one upper case character; one lower case character; one number (0-9); one special character – hash tag or pound symbol (#), underscore (\_) or dollar sign (\$).
  - b. Previously-used passwords are not permissible.
  - c. The **new password** can't contain a part of the user's name or account name.
13. The user types a **new password** and types the **new password** again as a confirmation.
14. Upon successfully typing and confirming a **new password**, the user is returned to the Grants Online login screen.

### How do I unlock a user's account?

1. Log in to Grants Online (with your Recipient Administrator Account):  
<https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jspf>
2. Follow steps 2 - 7 under the **How do I update an existing user's password** section.
3. To unlock an account, click the **Unlock Account** button.
4. The message **User account successfully unlocked** indicates completion of the requested task.

### What actions can a user perform (functionality of a Grants Online role)?

Refer to page 9 and 10 in the following document:

[http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/GrantRecipients\\_Quick\\_Ref\\_Guide.pdf](http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/GrantRecipients_Quick_Ref_Guide.pdf)

### How do I specify or update a user role?

1. Log in to Grants Online (with your Recipient Administrator Account):  
<https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jspf>
2. Click the **Awards** Tab.
3. Click the **Manage Recipient Users** link.
4. From the dropdown menu, select the appropriate organization.
5. Upon selecting an organization, the names of all registered users are visible.
6. Click the **Manage Award Access** link.
7. Again from the dropdown menu, select the appropriate organization.
8. Click the **Select** button.
9. Use the radio buttons and the check boxes on the **Manage Recipient – {Username}** screen to indicate the actions the user will be permitted to perform.
10. Click the **Assign** button.
11. The message, **The Save was successful, this User's Roles and Award Assignments have been modified accordingly** indicates completion of the requested task.
12. From this location you can also use the **Disassociate User** button to discontinue a user's access to awards associated with an organization. This also ends a user's receipt of all email associated with an award.
13. Click the **Cancel** button to return to the previous screen.